

## 2009-10 MONTHLY FINANCIAL REPORT

AS OF October 31, 2009

Prepared by: Finance

Cottonwood Heights

The Honorable Mayor and Members of the City Council:

The financial report for the month ending October 31, 2009 is presented for your review and comment. Our auditors, Larson & Rosenberger LLP, have now completed their field work for the annual audit of the fiscal year 2009 financial statements. Currently there are some un-reconciled erroneous postings to departmental accounts due to processing errors in the set up and system processing of payroll. Minor over-budget amounts should not be a concern until this problem is fully reconciled and corrected.

#### General Fund - Revenue

- Real Property Taxes We have received our first large collection payment from Salt Lake County today and the major distributions will happen in November and December.
- Sales Tax Collections Collections for the city occur two months behind the merchant's collection.

  This budgeted revenue has been decrease 12 percent for an annual expectation of only \$4,032,000. This revised budget is 84 percent of FY 09 collections.
- E911 Emergency Fees The City continues to receive the E911 revenues generated on telephones within the City boundaries.
- Fee-In-Lieu of Property Taxes –Current collections will continue through the end of December and currently are at 73 percent of budget
- Franchise Taxes (Cable TV) This revenue source reports and pays on a quarterly basis. We have collected our first payment which is on target with the budget.
- Transient Room Tax Collections This tax collection is reported by entities on the same schedule as general sales tax reporting.
- Licenses and Permits Business Licensing' activity varies throughout the year and appears to be on target with the budget. Animal licensing collections are entering their second year.

  Building permits are now on target with budgeted revenues. Road Cuts revenues are billed monthly along with over the counter payments. A significant amount of road cuts started in the past year have now been billed and are reflected in the YTD billings.
- Intergovernmental Revenues Class C road funds are paid bi-monthly. Liquor Funds are distributed once a year in December. Other Federal Grants (CDBG) are reimbursed to the City as expenses are submitted for funding.

Charges for Service – Zoning revenues appear to be starting the year significantly ahead of budget for the year.

Fines and Forfeitures – We continue to receive remaining revenues from Salt Lake County Justice Courts on tickets issued prior to July 1,2007. At June 30, 2008 there were several hundred tickets that are inactive and have a bench warrant assigned to them from the Salt Lake County Justice Court. Revenues from tickets processed through Holladay Justice court have been reconciled and billed for the first quarter. We have billed Holladay for the first quarter revenues of \$79,29 (offset by \$45,379 in expenditures). An additional \$5,190 was received from Holladay City for FY 2009 and a journal entry will be made to offset the receivable from the prior year.

Miscellaneous/Interest – The interest earnings on our PTIF account with the State Treasurer is split among General Fund and Capital Projects Fund and other designated fund balances. Total earnings in all funds in the PTIF for the fiscal year are \$21,822 approximately a fourth of prior year's interest, and will be mostly credited to Capital Projects Fund balance.

#### **General Fund – Expenditures**

General Government – The Butlerville Days event in July is the major event during the year, resulting in a large percentage of the Legislative Committees budget being spent. (See additional data on the Community Events and Project / Program Summary on page 12, which shows expenditures and revenues through October 31, 2009.)

All other department expenditures are as expected within budgeted amounts.

The Mayor and City Council department is impacted by the annual liability insurance payment made in July each year.

Public Safety - The Public Safety department includes police, fire and ordinance enforcement. The police department is on budgeted year to date. The fire department is billed quarterly. Ordinance Enforcement is on target.

Highways & Public Improvements - Public Works expenditures are slightly ahead of budget. Impact

Fee Programs include both Storm Water and Transportation fee projects. The

Class C Road program budget is primarily for street lighting, water and the

Salt Lake County Public Works contract.

Planning - Department expenditures are within budget.

Business Licensing - Department expenditures are within budget.

Debt Service -

The City has one capital lease for leased public safety vehicles and we made the first annual payment on September 1<sup>st</sup>.

#### **General Fund - Other Financing Sources and Uses**

Appropriated Beg Balances – Class C Road funds' beginning balances have been calculated and will be entered as soon as the final FY 2009 financial statements are finalized.

Impact Fees -

Impact fee collections are collected with building permits and Transportation Impact fees have been significant and in excess of the annual budget.

Appropriated General Fund Balance – This balance has been calculated and will be entered as soon as the FY 2009 financial statements are finalized.

Transfers -

Transfers are budgeted and primarily expended at year-end when available funds are known. The original budgeted transfer to Capital Projects has been budgeted at \$1,935,497.

#### **General Fund – Fund Balance**

Fund Balance (Expected) - The Beginning Balance Restricted Fund for fiscal year-end 2010 has been calculated and now appears on the financial report. Currently it appears that the ending General Fund restricted fund balance will maintain a 6.0 percent balance of \$ 867,694, and the unrestricted balance will increase from the prior year end balance of \$275,593 by approximately \$264,174 to a total of \$539,767, which has been included in the amended budget adjustments.

#### Capital Projects - Revenue

Grants -

Last year we received approximately \$1,000,000 in grant revenue for capital projects. We now have an additional 375,000 dollars of grant revenues that will be available for the City's capital projects as a carry over, and have added \$145,800 in a new Energy Efficiency Grant.

Revenue -

Interest calculations are based on the PTIF earnings rate at the State of Utah Treasurer's Pool account for the City.

### **Capital Projects - Expenditures**

General Government – This budget includes \$5,088,831 for projects and engineering. Various projects are now itemized as line items in this report.

### Capital Projects - Other Financing Sources / Uses

Transfers from General Fund – The budgeted transfer of \$1,935,497 from the General Fund will be needed to balance this fund and will be made at year end.

Unreserved Capital Projects Beginning Balance – This amount of \$8,260,844 represents the prior year ending balance in the Capital Projects Fund that will be carried forward to this year.

Transfer to Reserve – This is a budget to formally reserve \$5,778,310 for use on a City owned office and parks in the future.

#### Employee Benefits Fund – an Internal Service Fund

The purpose of this fund is to pay as you go with regards to employee's accrued benefits. This report has been newly formatted and updated. It will now show the total balance in the PTO liability account and any uses during the reporting period. The year-end calculated amount of the potential liability for lump sum payouts has been funded and the adjusting entry has been made equal to potential liabilities. By doing so the City should never find itself with an unexpected or unfunded employee benefit liability. This was funded \$76,898 in FY 2009 based on actual accrued employee PTO (Personal Time Off) and is budgeted to receive an additional \$105,313 funding at year-end. Current fund balance is \$123,667.

#### Community Events & Program/Projects Summary

Attached to this report is a Community Events & Program / Project Summary. This is a brief summary for budgetary review of expenditures by specific program or project with current balances as of the date listed.

I welcome your inquiries and have appreciated the opportunity to serve.

Sincerely,

David Muir

Director of Finance Cottonwood Heights

"City between the Canyons"

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33% Year Elapsed 11 - General Fund
Statement of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual
For the Fiscal Period Ending October 31, 2009

	For the FIS	For the Fiscal Period Ending October 31, 2009	g October 31, 2(	600			Year Elapsed
Description	Adopted Budget	Amended Budget	Current Month Actual	YTD Actual	Outstanding Encumbrance	Uncollected or Available Budget	YTD Actual % of Amended Budget
REVENUES							
TAXES							
Real Property Taxes	\$6,500,000	\$6,500,000	\$39,243	\$357,202	\$0	\$6,142,798	
General Sales and Use Taxes F011 Emergency Telephone Food	4,600,000	4,032,577	409,804	\$781,969	<b>⊗</b> €	3,250,608	
Fee-In-Lieu of Property Taxes	500,000	204,000	24,250 43,153	\$50,317	<u>Ģ</u> €	153,683	25%
Franchise Taxes - Cable TV	245,040	245,040	63.579	\$63.579	<b>₽</b>	181 461	75% 26%
Transient Room Tax	25,000	25,000	892	\$1,702	\$0\$	23,298	%2
TOTAL TAXES	12,074,040	11,506,617	580,921	\$1,618,924	0\$	9,887,693	14%
LICENSES AND PERMITS							
Business Licenses and Permits	250,000	250,000	23,281	\$58,462	\$0	191,538	
Animal Licenses & Fees Buildings. Structures and Equipment	12,000	12,000	275 8 710	\$1,987	0 <del>,</del> 90	10,013	17%
Performance Bonds - Forfeited	200,007	200,000	2	\$26.206	G G	(26.206)	
Road Cut Fees	000,09	60,000	6,577	\$48,190	\$0	11,810	
TOTAL LICENSES AND PERMITS	572,000	572,000	38,843	\$211,128	\$0	360,872	37%
INTERGOVERNMENTAL REVENUE							
Federal Grants	65,000	65,000	11,530	\$20,632	\$0	44,368	32%
Homeland Security Grant		80,000		80	<b>\$</b>	80,000	%0
Crime Victims Assistance Grant		10,000	10,000	\$10,000	တ္တ		100%
Highway Safety DUI Grant		10,000	5 211	40 40 40	⊋ <b>6</b>	24,354	%0
Class C Roads	1.189.500	931.366	133 042	41.0,00	<b>9 6</b>	4,000	92% V0%
Liquor Fund Allotment	40,000	40,000	!	\$0	<b>₽</b>	40,000	%0
Local Grants		(2,000)	2,981	\$2,981	\$0	(7,981)	%09-
TOTAL INTERGOVERNMENTAL REVENUES	1,294,500	1,155,720	162,867	\$406,826	\$0	748,894	35%
CHARGES FOR SERVICE Zoning and Sub-division Fees	50,000	50,000	(1,510)	\$22,081	0\$	27,919	44%
sale of Maps and Publications	150	150		\$10	SS	140	%2
TOTAL CHARGES FOR SERVICES	50,150	50,150	(1,510)	\$22,091	0\$	28,059	44%
FINES AND FORFEITURES Courts Fines	270.884	270.884	87 000	082 780	Ç	184	7956
CTGI TITLES AND COLUMN				20 (200)	3	5,12	88
IOIAL FINES AND FORFEII URES	270,884	270,884	87,000	\$89,780	\$0	181,104	33%

# Cottonwood Heights

Statement of Rev	Revenues, Expend For the Fis	11 - General Fund itures and Changes in cal Period Ending Oct	11 - General Fund enues, Expenditures and Changes in Fund Balances - Budget and Actual For the Fiscal Period Ending October 31, 2009	nces - Budget a 009	ind Actual		33% Year Elapsed
Description	Adopted Budget	Amended Budget	Current Month Actual	YTD Actual	Outstanding Encumbrance	Uncollected or Available Budget	YTD Actual % of Amended Budget
MISCELLANEOUS REVENUE Interest Revenues Miscellaneous Revenues Accident Report Fees	\$25,000 30,000 5,000	\$25,000 30,000 5,000	(\$8,498)	\$2,576 \$6,079 \$2,089	09 99 99	\$22,424 23,921 2,912	10% 20% 42%
TOTAL MISCELLANEOUS REVENUES  TOTAL REVENUES	60,000	60,000	(7,914)	\$10,743	0\$	49,257	18%
EXPENDITURES							
GENERAL GOVERNMENT LEGISLATIVE							
Mayor & City Council Legislative Committees & Special Bodies Planning Commission	519,594 116,873 11,250	519,594 121,873 11,250	22,246 5,913 130	\$263,122 \$62,647 \$511	0\$ G	256,472 59,226	51% 51%
TOTAL LEGISTLATIVE	647,717	652,717	28,289	\$326,280	0\$	326,437	20%
JUDICIAL Courts & City Prosecutor	215,000	215,000	46,054	\$46,104	0\$	168,896	21%
TOTAL JUDICIAL	215,000	215,000	46,054	\$46,104	0\$	168,896	21%
EXECUTIVE & CENTRAL STAFF City Manager	698,945	778,945	73,284	\$240,197	0\$	538,748	31%
TOTAL EXECUTIVE & CENTRAL STAFF	698,945	778,945	73,284	\$240,197	0\$	538,748	31%
ADMINISTRATIVE AGENCIES Finance	182,371	182,371	16,237	\$53,404	0\$	128,967	29%
Audiney Treasurer	74.879 74.879	165,375 74.879	15,532 7,889	\$49,868 \$25,814	& &	115,507 49 065	30%
Recorder Elections	279,392	279,392	28,744	\$93,952	0,00	185,440	34%
Information Technology	130,500	130,500	6,806	\$8,421	\$50	122,079	%9 80
TOTAL ADMINISTRATIVE AGENCIES	912,517	912,517	75,207	\$231,658	\$50	680,859	25%
TOTAL GENERAL GOVERNMENT	2,474,179	2,559,179	222,834	\$844,238	\$50	1,714,941	33%

Cottonwood Heights
11 - General Fund
Statement of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual

33%

	For the Fis	For the Fiscal Period Ending October 31, 2009	g October 31, 2(	600			Year Elapsed
Description	Adopted Budget	Amended Budget	Current Month Actual	YTD Actual	Outstanding Encumbrance	Uncollected or Available Budget	YTD Actual % of Amended Budget
PUBLIC SAFETY Police Fire Ordinance Enforcement	\$4,470,330 3,077,257 159,929	\$4,516,684 3,077,257 159,929	\$476,561 764,894 16,812	\$1,603,488 \$1,480,045 \$54,238	\$8,619 \$0 \$0	\$2,913,196 1,597,212 105,691	36% 48% 34%
TOTAL PUBLIC SAFETY	7,707,516	7,753,870	1,258,268	\$3,137,770	\$8,619	4,616,100	40%
HIGHWAYS AND PUBLIC IMPROVEMENTS Public Works (City Dept) Impact Fee Program Class C Road Program	281,040 60,000 1,189,500	281,040 60,000 1,154,102	45,261 156,88 <u>5</u>	\$106,416 \$0 \$299,278	0\$ 0\$ 0\$	174,624 60,000 854,824	38% 0% 26%
TOTAL HIGHWAYS AND PUBLIC IMPROVMENTS	1,530,540	1,495,142	202,146	\$405,694	\$0	1,089,448	27%
COMMUNITY AND ECON DEV Planning Business Licensing	474,866 64,776	474,866 64,776	60,245 7,052	\$148,368 \$22,595	08	326,499 42,181	31% 35%
TOTAL COMMUNITY AND ECONOMIC DEVELOPME	539,642	539,642	67,297	\$170,962	\$0	368,680	32%
<b>DEBT SERVICE</b> Interest and Principal	194,200	194,200		\$194,200	\$0		100%
TOTAL DEBT SERVICE	194,200	194,200		\$194,200	0\$		100%
TOTAL EXPENDITURES	12,446,077	12,542,033	1,750,545	\$4,752,865	\$8,669	7,789,168	38%
Excess (Defic) of Revenues over Expenditures	1,875,497	1,073,338	(880,339)	(\$2,393,372)	(\$8,669)	3,466,710	-223%

# Cottonwood Heights

\$222,736 22,195 567,423 4,279,065 812,354 Uncollected or Available Budget (\$8,669) 8 Outstanding Encumbrance 11 - General Fund
Statement of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual \$0 \$37,805 \$0 (\$2,355,568)\$37,805 YTD Actual For the Fiscal Period Ending October 31, 2009 (880,339)Current Month Actual \$222,736 60,000 567,423 850,159 1,923,497 Amended Budget 60,000 60,000 1,935,497 Adopted Budget OTHER FINANCING SOURCES
Reserved Class C Roads Beg Bal Appropriated
Impact Fees - Current Year Collections
Unreserved Beg Fund Balance Appropriated TOTAL OTHER FINANCING SOURCES Subtotal Available Revenues & Sources Description

YTD Actual % of Amended Budget

Year Elapsed

%8 83% 0%

4% -122% %

1,935,497 1,935,497

			(1)	(222(22)	(22252)	
OTHER FINANCING USES Transfers to Capital Projects Fund	1,935,497	1,935,497		\$0\$	\$0	
TOTAL OTHER FINANCING USES	1,935,497	1,935,497		0\$	0\$	
Current Change in Fund Balance		(12,000)	(890,339)	(\$2,355,568)	(\$8,669)	1
GENERAL FUND RESTRICTED BALANCE	936,166	867,694		\$867,694	0\$	
FUND BALANCE (Expected)	936,166	855,694	(880,339)	(\$1,487,873)	(\$8,669)	
Fund Balance Detail Restricted Fund Balance Ending Prior YE Current Change In Unrestricted Fund Balance	936,166	867,694 (12,000)	(890,339)	\$867,694 (\$2,355,568)	\$0 (\$8,669)	1

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45 - Capital Projects Fund Statement of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual For the Fiscal Period Ending October 31, 2009

33% Year Elapsed

Description	Adopted Budget	Amended Budget	Current Month Actual	YTD Actual	Outstanding Encumbrance	Uncollected or Available Budget	YTD Actual % of Amended Budget
REVENUES  Energy Efficiency Conserv BG State Government Grants Interest Revenues	150,000	\$145,800 375,000 150,000	12,169	\$0 \$0 \$18,977	0\$ 0\$	\$145,800 375,000 131,023	0 0 0 0 13%
TOTAL REVENUES	150,000	670,800	12,169	\$18,977	\$0	651,823	3%
EXPENDITURES							
Pavement Maintenance ADA Ramos	1,200,000	2,512,722	555,142	\$625,214	0\$	1,887,508	25%
Ft Union Level Course	00,00	145,830	<u> </u>	\$6,971	0\$	49,941 138,859	%9c %9c
Public Works GIS Inventory	25,000	25,000		08	\$0	25,000	%0
Traffic Calming	75.000	75.000	4.434	\$7.277	0 <del>4</del> 64	67,723	, c
Timberline Trailhead		206,488	686'99	\$186,947	8	19,541	91%
Storm Drain Improvements	302,500	354,654	15,388	\$176,688	\$0	177,966	20%
Cross Gutter Replacement  Bia Cottonwood Om Trail	20,000	50,000	13,841	\$26,309	တ္တ ရ	23,691	53%
Parks Trails and Onen Space	75,000	75,000	087,761	\$363,701	₽ €	305,219	
Traffic Signal Upgrades	35,000	35,000	50	\$1.591	Q	33,409	2%
Street Lighting Program	20,000	28,800		\$0	\$0	28,800	%0
Danish Road Project		00,100	(48,590)	80	\$	;	%0 *
Storm Water Plan update Storm Drain Cleaning & Maintenance	100 000	24,168	1 836	\$1,000	0¢	23,168	<b>4</b> %
Park Improvements	75,000	102,290	3,949	\$10,486	<b>8</b> €	91.804	10%
Sidewalk Replacement	100,000	100,000	3,972	\$34,176	\$0	65,824	34%
3000 East Reconstruction	140,000	25,779		0\$	<b>\$</b> 0	25,779	%0
Park Centre Drive Lighting Clean Firel Vehicles Project		148,800	1 255	\$0\$	<u></u>	148,800	%0
Miscellaneous Small Projects	225,000	220,646	33,804	\$38,581	0 <del>8</del>	3,921 182,065	17%
TOTAL EXPENDITURES	2,552,500	5,128,714	810,044	\$1,570,922	\$0	3,557,792	31%
OTHER FINANCING SOURCES (USES) Transfers from General Fund	1,935,497	1,935,497		0\$	0\$	1,935,497	%0
Unreserved Capital Projects Fund Beg Bal Appropriat	6,245,313	8,260,844		\$0	\$0	8,260,844	%0
TOTAL OTHER FINANCING SOURCES	8,180,810	10,196,341		\$0	\$0	10,196,341	%0
Transfer to Reserve for City Center & Parks	5,778,310	5,778,310		\$0	\$0	5,778,310	%0
TOTAL OTHER FINANCING USES	5,778,310	5,778,310		\$0	\$0	5,778,310	%0
Unrestricted Fund Balance Restricted Fund - City Center & Parks	5,778,310	(39,883) 5,778,310	(797,875)	(\$1,551,945) \$0	\$0	1,512,062 5,778,310	3891% 0%

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65-Employee Benefits Fund (an Internal Service Fund) Statement of Revenues, Expenditures and Changes in Fund Net Assets For the Fiscal Period Ending October 31, 2009

33% Year Elapsed

		•	Current	ļ	;	Uncollected	YTD Actual %
Description	Adopted Budget	Amended Budget	Month	YTD Actual	Outstanding Encumbrance	or Available Budget	of Amended Budget
OPERATING REVENUES							
Charges for Employee Benefits	\$103,813	\$103,813		\$0	\$0	\$103,813	%0
OPERATING EXPENSES	103,813	103,813		\$0	0\$	103,813	%0
Employee Benefits	105,313	105,313		\$0	0\$	105,313	%0
	105,313	105,313		\$0	\$0	105,313	%0
Operating Income (Loss)	(1,500)	(1,500)		\$0	\$0	(1,500)	%0
NON-OPERATING REVENUES Interest Revenues	1,500	1,500	205	\$312	0\$	1,188	21%
Change in Non-Current PTO Liability			205	\$312	0\$	(312)	%0
NOTE: Balance of Liability Account							
NON-CURRENT PTO LIABILITY - BEGINNING Calculated future liability added Current fiscal year activity of fund	<b>(88,706)</b> (105,313)	<b>(123,667)</b> (105,313)		\$0 \$0 (\$123.667)	<b>8</b> 9 9 9 9 9 9	<b>(123,667)</b> (105,313) 123.667	%0 <b>0</b>
NON-CURRENT PTO LIABILITY - ENDING	(194,019)	(228,980)		(\$123,667)	\$0	(105,313)	3

<b>Community Events Summary</b>			Event	City Budgeted	Expenditures	Remaining Balance
10/31/2009		BUDGETED AMOUNT>>>>	Revenues	93,923		•
710-Youth City Council	11-546-4112-710	Community Recreation		4,000	259	3,741
711-City Birthday	11-546-4112-711	Community Recreation		4,000		4,000
713-Bark in the Park	11-546-4112-713	Community Recreation		11,000	1,059	9,941
716-Easter Egg Event	11-546-4112-716	Community Recreation		5,000		5,000
718-Tennis Title Sponsor Event	11-546-4112-718	Community Recreation		1,500		1,500
719-Movie in the Park Event	11-546-4112-719	Community Recreation		3,000		3,000
720-Earth Day	11-546-4112-720	Community Recreation		5,000		5,000
721-Turkey Day Run	11-546-4112-72,1	Community Recreation		5,000		5,000
722-Relay for Life	11-546-4112-722	Community Recreation		850		. 850
724-Butlerville Days	11-546-4112-724	Community Recreation	27,430	39,000	68,216	(1,786)
725-City History Comm/Utah Humanities Cor	11-546-4112-725	Community Recreation		1,648		1,648
726-City Cycling Committee	11-546-4112-726	Community Recreation		2,100	259	1,841
727-City Arts Council	11-546-4112-727	Community Recreation		11,800		
		UNALLOCATED >>>>>>		25		25
		Totals	27,430	93,923	69,793	39,759

		<u>Program</u>			
Other Programs/Projects		<u>Funds</u>			
10/31/2009		<b>Booked</b>	Budget	<b>Expenditures</b>	Remaining Budget
Community Development Block Grant (200)	Federal	20,632	65,000		65,000
Arbor Day Grant (201)	Federal		-		-
Homeland Security Grant (202)	Federal		80,000	241	79,759
Storm Water Impact Fees (350)	Fees & Assessments	1,509	30,000		30,000
Transportation Impact Fees (351)	Fees & Assessments	36,295	30,000		30,000
Citizen CERT Training (402)	State Programs		-		-
Class C Roads (415)	State Programs	367,899	1,189,500	299,278	890,222
Private Donations - K-9 (802)	City Inititives		-	1,915	(1,915)
Private Donations - Dare (803)	City Inititives	5,111	5,111	-	5,111
Private Donations - Crime Victims Fund (804)	City Inititives		-	252	(252)
Justive Assistance Grants (806)	Public Safety	10,000			-
BVP Grant (807)	Public Safety		-		-
State DUI-OT Grant (809)	Public Safety	5,314	-		-
	•	446,760	1,399,611	301,686	1,097,925

<u>Capital Projects</u>
See report on page 10 for Capital Projects.